

# 2022 National Legal Research Teach-In Kit

Research Instruction & Patron Services Special Interest Section  
American Association of Law Libraries

## Research Notebook Template

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This Microsoft Word form template assists students in creating a research plan and log. The form contains a field for each element of the plan and log. Individual sections, such as each research step or each issue, can be added using the built-in form tools. The template can be modified by the instructor or student to be reused in other classes or other research projects. Instructors will appreciate how the form helps students learn the components of a research plan and log and how grading is simplified when students use the same template.

# Research Notebook

**Assignment:** Click or tap here to enter text.

**Name:** Click or tap here to enter text.

**Date:** Click or tap to enter a date.

## PLANNING YOUR RESEARCH

### Part 1: Problem Analysis

- 1. What are the material facts?**
  - a. Who
    - i. Click or tap here to enter text.
  - b. What
    - i. Click or tap here to enter text.
  - c. When
    - i. Click or tap here to enter text.
  - d. Where
    - i. Click or tap here to enter text.
  - e. Why
    - i. Click or tap here to enter text.
- 2. What is the issue(s)?**
  - a. Click or tap here to enter text.
- 3. What is the area of law?**
  - a. Click or tap here to enter text.
- 4. What is the jurisdiction for this issue?**
  - a. Click or tap here to enter text.
- 5. What are some search terms to use? Are any citations provided?**
  - a. Search Terms  
Click or tap here to enter text.
  - b. T&C or Natural Language Phrases  
Click or tap here to enter text.
- 6. What assumptions am I making? What questions do I still have?**
  - a. Assumptions
    - i. Click or tap here to enter text.
  - b. Questions
    - i. Click or tap here to enter text.

**Part 2: Research Analysis**

**1. When is this research assignment due?**

Click or tap to enter a date.

**2. What is my budget for research?**

Click or tap here to enter text.

**3. What do I already know about this problem or area of law?**

Click or tap here to enter text.

**Part 3: Resource Checklist**

(Check the resources likely to be helpful and necessary to solving this problem)

Understanding the Law	Reading the Law	Getting Data	Creating Documents
<input type="checkbox"/> Research Guide	<input type="checkbox"/> Constitution	<input type="checkbox"/> Google	<input type="checkbox"/> Checklist
<input type="checkbox"/> Toolkit, Checklist	<input type="checkbox"/> Statutes	<input type="checkbox"/> Docket Search	<input type="checkbox"/> Form
<input type="checkbox"/> Nutshells, Hornbooks <input type="checkbox"/> AmJur, ALR	<input type="checkbox"/> Regulations	<input type="checkbox"/> Corporate, Industry Data	<input type="checkbox"/> Sample Contract, Clause
<input type="checkbox"/> Practice Treatise <input type="checkbox"/> Scholarly treatises	<input type="checkbox"/> Cases	<input type="checkbox"/> Patent, Trademark Registration	<input type="checkbox"/> Sample Brief, Memo
<input type="checkbox"/> Practice Note, BNA Portfolio	<input type="checkbox"/> Ordinances	<input type="checkbox"/> Property Data	<input type="checkbox"/> Sample Pleadings
<input type="checkbox"/> Journal Article	<input type="checkbox"/> Foreign Law	<input type="checkbox"/> News	<input type="checkbox"/> Sample client letter
<input type="checkbox"/> Legislative History	<input type="checkbox"/> International Law	<input type="checkbox"/> Agency Data	<input type="checkbox"/> Sample e-post

**Part 4: Resource Strategy**

**1. Resource:** Click or tap here to enter text.

**Search:** Click or tap here to enter text.

**DOING YOUR RESEARCH**

**Part 4: Research Narrative**

**Issue / Question:** Click or tap here to enter text.

<b>Research Notes:</b>	Click or tap here to enter text.
<b>Searches:</b>	<b>Results and Narrative:</b>
Date: <input type="text"/> Click or tap to enter a date. <input type="text"/> Source:	What you found to help your research. Citations. <input type="text"/> Findings <input type="text"/> Click or tap here to enter text. <input type="text"/> Findings <input type="text"/>

<p>Click or tap here to enter text.)</p> <p>Database / Title:</p> <p>Click or tap here to enter text.)</p> <p>Currency / Validity:</p> <p>Click or tap here to enter text.)</p> <p>Search (phrase or path):</p> <p>Click or tap here to enter text.)</p>	<p>Application to your problem</p> <p>Application Click or tap here to enter text. Application</p> <p>New research steps based upon your research.</p> <p>NextSteps Click or tap here to enter text. NextSteps</p>

**Part 5: Resource Cite List**

(Bibliography of resources used – websites, databases, articles, books / chapters, etc.)

1. Click or tap here to enter text.